

No.MANUU/ER-I(B)/141/2016-17/1274

November, 2016

01 DEC 2016

**OFFICE MEMORANDUM**

**Sub:** MANUU – ER-I Section – Payment of Honorarium to Teachers for holding additional charge in addition to their own duties – Reg.

**Ref:** Vice-Chancellor's approval dated 21.11.2016.

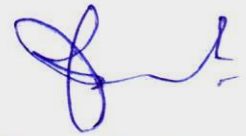
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The undersigned is directed to refer to University's Office Memorandum No.MANUU/ER-I(B)/F.141/2013-14/1187 dated 24<sup>th</sup> December, 2013 on the above subject wherein it was inter alia stated that the honorarium and reimbursement of telephone charges would be paid if holding of specified additional charge was at least for a period of one month or more.

2. The purpose of payment of honorarium to faculty members is to compensate for additional work performed by him in addition to their own duties. It has since been noticed that teachers holding additional charge happen to be away from their duties on summer/winter vacations, training programmes or long leave and no additional work is performed by them during such absence.

3. Accordingly, it has been decided that honorarium for holding additional charge will not be paid if the total absence from such additional work is thirty days or more. In the cases where absence of thirty days or more falls in two consecutive months, the payment of honorarium for both the months shall be regulated on proportionate basis for the number of days being present in each month.

**# By Order #**



**Deputy Registrar  
(ER-I Section)**



**Copy to:**

- 1) Office of Proctor, Provost, Students Welfare, Coordinator, NSS
- 2) Director, CIT- with the request to upload the O.M. on University's website
- 3) Finance & Accounts Section
- 4) Internal Audit Officer
- 4) Coordinator, UGC Schemes
- 5) V.C / P.V.C / Registrar offices
- 6) Concerned file